

Health Information Management Technician Job Description

Duties and Responsibilities:

- Ensure patients' files are properly maintained and can be retrieved upon request or scheduled appointments
- Perform clerical tasks necessary for the proper maintenance of patients' medical records
- Prep in-patient, observation, ambulatory, obstetrical, skilled nursing facility, swing, and emergency room records by applying Mee Memorial prepping order; also check for completeness
- Carry out correct reconciliation of all discharged records and ensure necessary follow up for missing documents/records
- Prep, scan/verify, and index all patients' records within 24 to 48 hours of their discharge
- Perform daily analysis of all SDC, Inpatient, emergency room, and OBS records following established industry operational guidelines and standards
- Immediately enter deficiencies obtained from all records analyzed into the electronic Abstraction/Deficiency module after carrying out analysis
- Ensure the physician properly signs, dates, and completes patients' records before signing it off as duly completed
- As deem necessary, create new volumes for SNF/Swing patient charts for the first time and make repairs to damaged charts
- Process transcriptions received, including updating M/S discharge summaries into a suitable H&P format for SNF records, and ensure transcription dictations are stamped and filed appropriately
- Arrange in proper order records from the skills nursing facility; set up records for storage, log them into the system, and put them in storage containers
- Scan or make photocopies of records; receive and send information through facsimile machine
- Carry out periodic medical record chart audit and review

- Take telephone calls and provide answers to questions regarding patients' medical records.

Health Information Management Technician Requirements – Skills, Knowledge, and Abilities

- Possess Registered Health Information (RHIT) certification or minimum of three years of work experience in the health information management services unit of a hospital
- Possess minimum High School Diploma educational background, however, being a college graduate with a degree in medical records technology is preferred by most hirers
- Strong knowledge of medical terminology
- Experience working in data entry environment
- Ability to use general office equipment, including telephone, fax machine, copy machine, scanner, computer, and calculator
- Ability to communicate effectively, including reading, writing, and speaking
- Ability to analyze, coordinate, observe, and make good decisions, as well as the ability to be detailed in work delivering, and to meet deadlines
- Ability to work independently and perform excellently on the job without supervision
- Ability to work under stressful condition without being overwhelmed.